



An innovative venture of Kovilpatti Nadar Uravinmurai Sangam

KAMARAJ INTERNATIONAL ACADEMY

SAFETY

COMMITTEE

(2019-2020)

**Safety is as simple as
ABC
Always Be Careful**



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We take care of
ourselves,



each other,



our school,



and our world.





MANUAL
ON
SAFETY AND SECURITY OF CHILDREN
IN SCHOOLS

Developed by

**NATIONAL COMMISSION FOR PROTECTION OF
CHILD RIGHTS**



5th Floor, Chanderlok Building, 36 Janpath,
New Delhi 110001

INFRASTRUCTURE



As teachers and youngsters spend a considerable a part of their day in class, it's essential to stay the varsity environment including building, premises, entrance and surroundings that comprise broader term 'Infrastructure' safe and secure. it's important to ascertain that faculty buildings are built to be more resilient to hazards and ensure "life safety". In similar way, school administration, staff, teachers also as students got to be better aware and ready to reply to any catastrophe, natural or man-made, in order that any damage - injury or loss of life and property - are often reduced, if not completely avoided.

School infrastructure includes many components viz., physical structures like school building, playground, water bodies (if any), electrical and fire safety mechanisms, school transport etc. This section examines a number of the prevailing guidelines to ascertain what are the specifications mentioned in them so as to make sure and maintain a secure school infrastructure, where children are going to be safe and secure.

1. School building

Many guidelines suggest steps to stay school building safe for youngsters.

I. Building must be certified as safe for housing the scholars by the local authorities- the varsity buildings shall rather be a 'A' Class construction with brick/stone masonry walls with RCC roofing. Where it's impossible to supply RCC roofing only non-combustible fireproof heat resistance materials should be used.



II. The nursery and elementary schools should be housed on the bottom floor and therefore the maximum number of floors in class buildings shall be restricted to 3 including the bottom floor.

III. The varsity building shall be free from inflammable and toxic materials, which if necessary, should be stored far away from the varsity building.

IV. The staircases, which act as exits or escape routes, shall adhere to provisions laid out in the National code of India 2005 to make sure quick evacuation of youngsters.

V. The orientation of the buildings shall be in such a way that proper air circulation and lighting is out there with open space all around the building as far as possible.

VI. Existing school buildings shall be given additional doors within the main entrances also because the class rooms if required. the dimensions of the most exit and classroom doors shall be enlarged if found inadequate.

VII. School buildings need to be insured against fire and natural calamities with insurance of faculty pupils.

VIII. Kitchen and other activities involving use of fire shall be administered during a secure and safe location far away from the most school building.

IX. All schools shall have water storage tanks duly covered and guarded.

X. CCTV in schools must be monitored and maintained regularly.

2. Classroom



The guideline issued by the Ministry of HRD, talks about class room safety. The Class rooms should be white washed at periodic intervals and dusted regularly to take care of the category room hygiene. The windows should be secure and there should be no broken glass or fittings hanging loose. Black board within the class room could also be hung, placed during a three legged stand to stay on a chair. Black boards also are attached to the wall of the classroom. just in case of loosely placed black board within the classroom, there's an opportunity of accidents, both minor and major, to the youngsters while traveling within the class room.

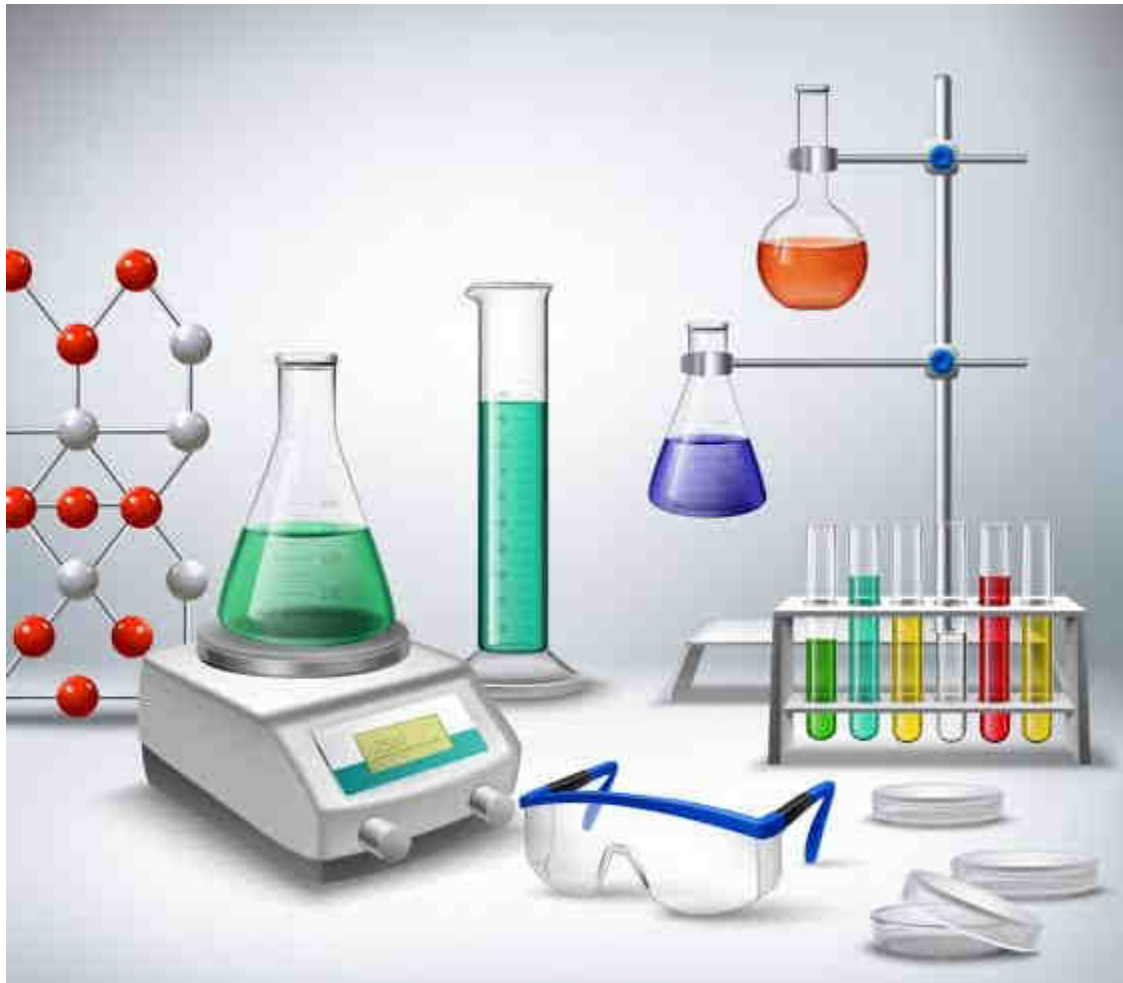
While constructing school building, provision of adequate ventilators and windows within the class should be considered. Air flowing through the ventilators keeps the category room airy and fresh and therefore the children also feel fresh and energetic to urge involved within the teaching learning process. Class room floor shouldn't be broken or uneven and should get to be repaired/ maintained from time to time.

2. Laboratory

Laboratories in class must be positioned as per the principles, as mentioned below.

I. The space for free of charge mobility for college kids just in case of an emergency must be maintained.

II. The chemicals and instruments must be kept safely beyond the straightforward access of youngsters and will be used only under supervision.



III. A primary aid box must be made available within the lab.

IV. There should be an exhaust facility for the gases.

V. the varsity team must be trained to satisfy any emergency within the laboratory.

4. Kitchen

I. The Kitchen cum Store should be located during a clean and open place and free from filthy surroundings and will maintain overall hygienic environment.

II. The premises should be clean, adequately lighted and ventilated and have sufficient free space for movement.

III. Floors, ceilings and walls must be maintained during a sound condition. They ought to be smooth and straightforward to wash with no flaking paint or plaster.

IV. The ground and skirted walls should be washed as per requirement with an efficient disinfectant. The premises should be kept free from all insects. No spraying should be done during the cooking of Mid Day Meal, but instead fly swats/ flaps should be used to kill flies stepping into the premises. Windows, doors and other openings should be fitted with net or screen, as appropriate to form the premise insect free. The water utilized in the cooking shall be potable.

V. Continuous supply of potable water should be ensured within the premises. Just in case of intermittent water system, adequate storage arrangement for water utilized in food or washing should be made.

VI. Arrangements for cleaning of containers, tables, working parts of machinery, etc. should be provided. vii. All utensils should be kept clean, washed, dried and stored at the Kitchen cum store to make sure freedom from growth of mold/ fungi and infestation.

VII. All utensils should be placed well far away from the walls to permit proper inspection.

VIII. There should be efficient system and there should be adequate provisions for disposal of refuse.

IX. Potential sources of contamination like rubbish, waste water, toilet facilities, open drains and stray animals should be kept far away from kitchen.

X. Kitchen should be break away classrooms, preferably located at a secure, but accessible distance. the present norm for a kitchen shed is 20 sq.m of floor space for each 100 children enrolled and thereafter 4 sq. m for each additional 100 children.

XI. As far as possible, the layout of the mid day Meal kitchen should be such food preparation/processes aren't amenable to cross-contamination from washing vegetables/cereals/Pulses/ etc). Floors, ceilings and walls must be maintained during a sound condition to attenuate the buildup of dirt, condensation and growth of undesirable molds.

XII. Floors should be sloped appropriately to facilitate drainage and therefore the drainage should flow during a direction opposite to the direction of food preparation. Adequate control measures should be in situ to stop insects and rodents from entering the processing area from drains. Windows, doors & all other openings to outside environment should rather be covered with wire-mesh or insect proof screen as applicable to guard the premise from flies and other insects / pests / animals. xiv. Ventilation systems natural and /or mechanical including air filters, exhaust fans, wherever required, should be designed and constructed in order that air doesn't be due contaminated areas to wash areas.

XIII. A display panel mentioning do's & don'ts for the CCHs should be put up inside at a prominent place within the premise in local language for everyone's understanding.

XIV. Properly constructed chimneys are required within the kitchens. Chimneys shouldn't be the entry point of insects; reptile's etc. Fuel (kerosene/fuel wood/ charcoal/LPG) should be stored/installed safely, in order that there's no fire hazard.

XV. If kerosene/gas is employed for cooking, the CCHs should be specifically trained in safe handling of stoves, gas cylinders, etc. Raised platform for cooking, adequate light, proper ventilation and arrangement for drainage and waste disposal. The dustbin should have a lid and will be always covered.

XVI. The proper to Free and Compulsory Education (RTE) Act 2009 provide the legal framework for the standard education in India and mandates minimum norms and standards for infrastructure in schools including kitchen cum store.

5. Toilets

Many documents including RTE Act, 2009 and MHRD circular to the States talk specifically about toilet standards to be maintained in schools.

- I. Toilets must be located within the school premises**
- II. There must be separate toilets for girls and boys**
- III. Separate toilets for children, staff, support staff**
- IV. There must be separate toilets for visitors**



- V. **Every school needs to maintain number of toilets as per prescribed norms(according to affiliation by laws of respective board)**
- VI. **Toilets must be kept open for the use by children**
- VII. **Separate toilets, as per the norms, must be available/ accessible for children with disabilities.**
- VIII. **All the toilets preferably need to have running water facility.**
- IX. **Availability of soaps etc. for washing hands-should be ensured by the school.**
- X. **All the toilets must have doors for ensuring safety and privacy of children**
- XI. **The school needs to have clean and working method of disposing waste materials, especially for girls.**
- XII. **Toilets must be cleaned on daily basis.**

6 .Drinking Water



- I. **Safe and adequate drinking water should be made available to the children within the school premises.**
- II. **Safety/quality of water must be checked on regular basis by the concerned authority.**

7. Electrical System and Safety



Several guidelines point out the importance of electric safety measures that need to be ensured in schools.

- I. **All the electrical systems in school must be checked periodically.**
- II. **Ensured limited access to the area of electrical installation only to those who are required.**

- III. **The electric wiring and points are to be kept in order. In case of any uncovered live wires find, the wiring must be changed and electricity disconnected till such defects are set right.**
- IV. **The electrical distribution boxes should be locked and the keys should be kept only under the custody of electrician or the person in charge.**
- V. **Immediate necessary measures should be taken to repair the loose wiring/connections.**
- VI. **In case of any such need electric gadgets should be handled by responsible employee of the School.**
- VII. **In few cases trees are placed just below the electric line whenever the branches grow it touches to the LT line and sparks dangerously. It should be checked regularly and branches should be dressed off in such a way that it will not touch to the electric wire any time.**
- VIII. **Students should be warned not to touch electric poles.**

8. Fire Safety Management

Fire Safety is another important safety aspect covered under many guidelines.

- I. **Every school must have a fire safety certificate, which must be validated periodically by concerned authority**
- II. **School must have fire fighting systems in place to meet any emergency, including the alarm system or smoke detection system.**
- III. **With the help of fire fighting agencies mock drill and training must be carried out in each school on periodical basis.**

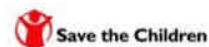


- IV. **Trained management team should be available in the school for initial fire hazard management.**
- V. **The School must put on display the Fire Safety and Evacuation Plan to be followed in case of emergency.**

9. Earthquake Management

National Disaster Management Authority (NDMA) has come out with specifications for schools prone to various natural calamities. If schools are situated in the earthquake risk zone, following steps must be taken

Disaster Risk Management in Schools The Second Pillar



- I. **Necessary steps must be taken during construction of the building for earthquake safety**
- II. **If required, school must modify structure in consultation with local authorities.**
- III. **A trained disaster management group should be available in school for initial response.**
- IV. **School must maintain a contact with the local disaster management authorities for training and retraining.**
- V. **The School must put on display the Earth Quake Management & Evacuation Plan to be followed in case of emergency.**

10.Playground

RTE Act recognizes play ground as a mandatory part of school infrastructure, in view of the physical well-being of the students. The school should have a playground.

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- II. **The playground should be maintained properly.**
- III. **The children must get the games/ sports materials to play.**
- IV. **The School should have a boundary wall.**

The schools that are providing specific sports or physical activity need to provide proper facilities, trained staff and necessary equipment and materials, with respect to each of them and also need to adhere to the respective guidelines.

11. Minimum Standards for Safety related to Sports

NCPCR guidelines developed with SAI and NIMHANS has suggested minimum standards for the safety of children in schools regarding sports facilities:

- I. **Provision of adequate medical facilities in schools is required. In case of female trainees, provision of lady doctor/ lady nurse should be made. Tie up with local reputed hospitals / empanelled hospitals for catering to the medical emergencies of trainees.**
- II. **Adequate and sufficient food/refreshment facilities for children while they participate in sports, as per norms fixed by SAI.**
- III. **Provision of counselling services for the children who take part in these activities, periodically.**
- IV. **The PT teacher and staff of school, should take the responsibility to monitor the system set up to address emergency pertaining to sports persons.**
- V. **School that are providing specific sports should comply with relevant safety measures as per guidelines of SAI.**

12. Boundary Wall and Gates

RTE Act (2009) mandates that every school should have boundary wall/fencing. Boundary wall should be of sufficient height so that no one can scale it down and should be got fixed with concertina wire.

- I. Boundary wall should have 3-4 gates preferably on the walls of different sides so as to ensure free, convenient and prompt exit in emergency.**
- II. However, entry of outsiders should be allowed only through single gate properly manned by the guards. That single gate should have telephone connection (so as to enable the guard to inform the police directly in exigency).**
- III. Special surveillance and safety measures should be taken before actual entry and exit time of the school.**
- IV. At exit time of staff and students as many as gates available be used for dispersal.**
- V. The main gate should remain locked after entry of students and staff. Entry of the parents and visitors should be permitted only through small doors after verifying their identity through window during well notified schedule intervals, as such vehicles of visitors should not be allowed inside the campus.**

13. School Premises and Surroundings

- I. The School should maintain a distance from railway tracks to provide a safe environment. If school is located near any rail track, impact of such locations on the school structure should be examined by the local authorities for the safety of the students before issuance of structural safety certificate.**

- II. **The School should maintain a distance from industry or chemical factory to provide a safe environment.**
- III. **If school located near an industry or a chemical factory producing fatal chemical products, each member including teacher, student and other staff must be made aware about different chemical product and precaution to be taken in case eventualities from the leakage of chemicals in this area.**
- IV. **First aid and other medical systems in place to safeguard school students**
- V. **Each member of school including students must be made aware on periodical basis about the procedures to be adopted in case of any emergency.**
- VI. **No liquor/opium/bhang shop should be allowed to operate in proximity of school.**

14. Barrier Free Access for Children with Disabilities

MHRD circular to the states / SSA framework for implementation of RTE Act specifically highlights the importance of making the school environment safe for children with disabilities and special needs.



1. **Ramps must be constructed to provide access to the following places.**
 - **Entry to the school**
 - **Classrooms**
 - **Toilets**
 - **Playground**
 - **Library**
 - **Canteen**
 - **Auditorium/hall Floor to floor**
2. **Railings need to be provided on the both sides of ramp.**
3. **The school needs to make provision for children (children with visual impairment and low vision) to move around in the school safely and independently.**
4. **The school should make provision to provide a school map in Braille indicating all the facilities including classrooms, common rooms, library , toilets etc that may be suitably placed at the main gate of the school or at any other suitable place. In addition, all the classrooms should have the signage in Braille for children with visual impairment.**
5. **An emergency and evacuation plan of the school should also be in Braille.**
6. **Also it is important to;**
 - I. **List of all children with disabilities in school must be prepared**
 - II. **Training must be provided to teachers and other staffs to understand their limitations and procedures to help them in the event of any emergency.**
 - III. **There should be a designated official in the school who is entrusted with the exclusive responsibility of their needs in any emergency.**

15. Measures to Prevent Children from Dangers of Water and Drowning

- I. **The wells and ponds if exist in the campus are to be provided with protective wall and iron grills covering the well and the movements of the students should be restricted towards it.**
- II. **Children should not be allowed to go towards the nearby river, canals, ponds and railway tracks and to take bath using water from the overhead tanks by climbing on the terrace. Fencing should be provided to the steps of overhead tank to avoid children climbing over head tank.**
- III. **Movements of children are to be strictly watched through formation of groups by school authorities.**
- IV. **Children should not be permitted to go outside the School premises during the school hours.**
- V. **The presence of the students in the School campus at all times should be strictly enforced. Strict discipline and to check the unauthorized absence of the students from the School is to be given paramount importance.**
- VI. **The root cause for such behaviour of the child must be ascertained, parents should be informed accordingly and corrective steps should be taken.**
- VII. **For certain ritual and functions which are observed in the school, necessary precautions and arrangements to be made in advance. Children should not be permitted to go on rallies for immersion of idols in tanks, ponds and wells etc.**
- VIII. **No procession should be allowed to move from school out of the campus in the eve of any religious celebrations.**
- IX. **No swimming pool will be constructed without prior permission of competent authority.**

- X. **If swimming pool is constructed in school premises, it must be constructed as per the prescribed norms of competent authority and should also be maintained as prescribed.**

16. Safety from Constructional Hazards

- I. **School must obtain necessary permission from the local authorities for the constructional and repair work.**
- II. **The constructions must be planned during the lean time of students' presence in the school.**
- III. **Barricades and signboards must be installed in the construction area prohibiting the movement of students.**
- IV. **Water storage sources for such constructions must be covered to prevent small children from any possible mishap.**

17. Safety during Celebration of Festivals

- I. **Adequate precautions should be taken with regard to the movement of children inside the campus during celebration of festival days in schools.**
- II. **Teachers should be put on duty to organize the activities as per scheduled plan.**
- III. **Special care should be taken to see that children do not move, around the hazardous and dangerous points.**
- IV. **No procession should be allowed to move from out of the school campus on the eve of such celebrations.**
- V. **Wherever the immersion of idol etc. is involved during festival, the Principal should ensure that the image/idols are handed over by the students in the Campus itself and the Principal shall arrange for immersion through outsider/security personnel.**
- VI. **All staff members are required to be properly briefed before commencement of any programme regarding safety of children.**

18. Safety in School Transports

Another important area that needs supervision and specific measures is the transport facility (school as well as own transport) that children use to commute to school. CBSE has specifically issued a circular towards ensuring children's safety in school transport based on the Supreme Court Guidelines on this.

As per the notification no.G.S.R.868 (E) issued by Ministry of Road Transport and Highways, GOI, School Bus was defined as, "a vehicle with a seating capacity of thirteen passengers and above excluding driver, designed and constructed specially for children going school."

A. Exterior of the Bus

- I. All the school buses must be painted with uniform colour preferably Yellow with the name of the school written prominently on both sides of the bus so that these can be identified easily.
- II. The word "School Bus" must be written on the back and front of the bus if it is hired bus, "On School Duty" should be clearly indicated.
- III. Telephone numbers of the school and/or telephone numbers of any contact person shall also be written prominently in a prominent place in each school bus so that in case of necessity the public can inform the school authority/police or other authorities

B. Fixture and furniture of the Bus

- I. The windows of Bus should be fitted with horizontal grills and with mesh wire.
- II. The doors of the Bus should be fitted with reliable locks that can be locked.

- III. All school buses must be fitted with speed control devices so that they do not exceed the speed limit of 40 Kmph.
- IV. There should be a fire extinguisher in the Bus.

C. Manpower in the Bus

- I. Police verification of the staff of the bus should be done before appointing them.
- II. There must be a qualified attendant, preferably female in the Bus to attend to Children.
- III. Each school should designate one Transport Manager/ Coordinator who will ensure the safety of the school children.
- IV. The provision shall also to be made by the school authorities for travelling of at least one teacher in each school bus, keeping in view the safety of the school students all throughout the journey and no outsider except the conductor or the said authorized teacher or one person authorized by the guardians shall be allowed to board school bus.
- V. Medical check-up regarding the physical fitness of the driver including the eye testing shall be made every year.

D. Facilities in the Bus

- I. Bus should have a First Aid Box.
- II. To keep the school bags safely, there should be a space fitted under the seats or as convenient.
- III. The buses should be fitted with alarm bell/siren so that in case of emergency everyone can be alerted.

E. Permits

- I. The driver should have valid license and at least 5 years of experience of driving heavy vehicles.

- II. **A driver who has been challenged more than twice in a year for offences • like red light jumping, violation of lane discipline or allowing unauthorized person to drive cannot be employed.**
- III. **A driver who has been challenged even once for the offence of over speeding, driving dangerously or for the offences under Section 279,337,338 and 304A of the Indian Penal Code cannot be employed. Every vehicle shall carry a suitable photograph of the authorized driver duly certified by the RTA.**
- IV. **Periodical fitness certificate regarding roadworthiness of the vehicle shall have to be obtained.**
- V. **Any school authority and/or driver found to have violated the provision of the Motor Vehicles Act, 1988 and the rules framed there under as well as of the directions must be penalized.**

F. Arrangements in the Schools

- I. **All the affiliated schools will make safe arrangement for boarding and de- boarding of school children from the school bus.**
- II. **The school authority shall ensure that the doors of the buses remain shut while in running condition.**
- III. **They will ensure that buses halt only at bus stops designated for the purpose and within the marked area.**
- IV. **Refresher course for driver training so as to fine tune and increase the proficiency of the driver shall be given to the drivers of the school buses periodically, i.e. least twice in a year.**
- V. **No person shall be allowed to drive the school bus in drunken condition. Regular check in the respect shall be undertaken by the school authorities and in case of any doubt in that regard such drivers must be subjected to medical test immediately and proper**

action including the action for cancellation of the license have to be taken.

- VI. All drivers of the school buses have to be dressed in a distinctive uniform with their names inscribed in it.**
- VII. In every school bus there shall be another qualified person to keep attending children travelling in such buses, as conductor, who have to be, dressed in distinctive uniform with their names inscribed in it.**
- VIII. The school authority must provide one set of mobile phone in each school bus so that in case of emergency the bus can be contacted or the driver/conductor can contact the police or State authority as well as the school authority.**
- IX. The authority shall ensure that the school buses are not permitted to over take any other four wheelers while carrying the school children in the bus.**
- X. The School authority shall ensure that the students maintain discipline when boarding and disembarking the bus so that no children get hurt.**
- XI. Effort shall be made by the school to make necessary arrangement for parking the school bus inside the school campus at least at the time of boarding and disembarking. In case it is not possible to park such vehicle inside the school campus, the buses must be parked in such a way so that it does not create any traffic problem for other vehicles.**
- XII. The school should encourage its children to conduct programmes through play, exhibition etc. during Road Safety Week to create awareness in public.**

19. Clearances and Certificates

Affiliation by-laws brought out by CBSE and ICSE lists some of the certificates and clearance documents for schools, with respect to infrastructure.

- I. Every School shall have a mandatory fire safety inspection by the Fire and Rescue Services Department followed by issuance of a ‘no objection certificate’ to the School as a mandatory requirement for granting permission for establishing or continuation of a School.**

- II. Periodical inspection must be carried on quarterly basis (especially during raining seasons) to check cracks in the school structures and immediate action should be taken to repair them.**

CHILD SAFETY CHECKLIST FOR SCHOOLS

This safety checklist takes into consideration different dimensions of child safety and provides indicators under five important sections. Section-I deals with Physical Safety, Section-II - Emotional and Personal Safety, Section III - Social Safety, Section-IV - Emergency Preparedness, and Section-V deals with Cyber Safety.

This checklist may be adhered to by all schools while conducting inspections and audits.

Indicative Checklist for Safety Inspections in School

Section-I:Physical Safety			
S. No	Statements	Yes/No	Remarks
School Building			
1.	Is the School building as per the norms under National Building Code of India 2005?		
2.	Does the school maintain the standards and norms of the school as specified in section 19 of the RTE Act?		
3.	Has the building been certified as per the norms as safe for housing the students by the local authorities?		
4.	Is the school building and premises free from inflammable and toxic materials?		
5.	Are there ramps at the entry to the school, classrooms, toilets, playground, library, canteen and auditorium for children with disabilities?		
6.	Whether Alarm system/Centralized Public Announcement systems are installed in the school?		
7.	Is the CCTV monitoring system monitored regularly?		
8.	Are the electrical fittings in the classrooms and corridor working properly and are secured properly?		

9.

Switch Board/main switches working properly, are the switch board covered and cautioned?

10.	Whether checked if water coolers and other electrical gadgets are transferring shock? If yes than remedial measures taken or not?		
11.	Has there been any case of electric shock or problem of any type reported by the staff/student?		
12.	Any Sparks or Short circuit occurred in past one week?		
13.	Are the corridors and staircases clear of obstruction?		
14.	Classroom door and emergency doors clear of obstruction?		
15.	Floor evacuation plan displayed properly.		
16.	Fire extinguishers are in place.		
17.	Any high voltage wires / cables/towers in the school premises? If yes, access is restricted properly?		
18.	Water filter/ purifier/ RO system functional?		
19.	School has separate toilets as per prescribed, for girls and boys?		
20.	Are there separate toilets for children with disabilities?		
21.	Are there separate toilet blocks for children for 3 to 6 years of age?		
22.	Are there attendants for children in age group for 3-6 years to assist children?		
23.	Is there running water facility in all the toilets?		
24.	If toilets are cleaned and maintained regularly?		
25.	If toilets are having arrangements for disposing waste material, especially for girls? Are these functional?		
26.	Whether ceiling tiles or plaster hanging from the wall/roof?		
27.	Is there any dampness in wall?		

28.	Cross ventilation in classrooms and library maintained or not?		
29.	Are rooms properly illuminated with lighting?		
30.	Any Problem in chemical labs? Whether chemicals placed properly, ventilated and exhaust working?		
31.	Is lightening conductor in place and working properly? (Specially prior to and during Rainy Season)		
32.	Is First Aid kit in place?		
33.	Any suggestions from students/staff for upgrading floor safety?		
34.	Is the school premises disabled friendly?		
35.	Is lift in the school is capable of serving the needs of children with disabilities.		
36.	Open wells/ponds (if exists) in the school campus have protective walls and iron grills covering the wells/ponds?		
37.	Whether movement of students towards wells/ponds/river/canals/tanks (if exists) is restricted?		
38.	Does the School have a swimming pool?		
39.	Are the (Sports Authority of India) SAI guidelines for swimming pool being followed?		
Fire Safety Management			
40.	Does the school have a fire safety certificate?		
41.	Is the fire safety certificate of school updated and renewed periodically?		
42.	Does the school have adequate fire fighting systems in place to meet any emergency?		
43.	Is the school in touch with local fire fighting agencies for mock drill training to a crisis management group?		
44.	Are emergency steps in place in the school for fire safety management?		

45.	Is there a trained management team available in the school for initial fire hazard management?		
46.	Is the school in touch with the local fire safety authorities for training and retraining the people?		
47.	Has the school obtained NOC from Fire and Rescue Services Department?		
48.	Are there any cracks in the school structures and are steps being taken to repair them?		
49.	Is the school situated in old or dilapidated buildings?		
50.	If so, has it been brought to the notice of the local authorities or management so that adequate steps are taken for relocating the school?		
51.	Is there a trained disaster management group available in school for initial response?		
52.	Is the school in touch with the local disaster management authorities for training and retraining them?		
53.	Is the school located near any railway track?		
54.	If yes, is the impact of such locations being examined by the local authorities for the safety of the students?		
Earthquake Management			
55.	Is the school situated in the earthquake risk zone?		
56.	How safe is the school building to face a natural disaster of this kind?		
57.	Are there any emergency steps in place for disaster preparedness at schools?		
58.	Are periodic earthquake drills being conducted as per the guidelines of NDMA?		
59.	Have necessary steps been taken during construction of the building for earthquake safety for the building?		

60.	Are the staff of the school trained/ oriented for initial response w.r.to disaster management?		
61.	Is the school in touch with the local disaster management authorities for training and retraining them?		

Flood/Cyclone/landslide Management

62.	Is the school situated near seashore or a river? If so, are adequate measures taken to avoid easy access by children?		
63.	Are there any contingency plan prepared by school in dealing with natural disasters such as floods/flash floods, cyclones, cloud bursts and heavy rains?		
64.	Is there a transport mechanism in place for emergency transport of students?		
65.	Is the school situated on hilltops or where there is a possibility of landslide?		
66.	If so, adequate measures are in place to evacuate children, if required?		
67.	Is the school located near an industry or a chemical factory producing fatal chemical products?		
68.	If so, adequate measures are in place to evacuate children or carry out first aid, if required?		

Electrical Safety

69.	How safe are the electrical systems in the school? Are they being checked periodically?		
70.	Has the school ensured limited access to the area of electrical installation only to those who are required?		
71.	Are there any uncovered live wires?		
72.	Warning signs are displayed near electric poles?		

Safety from Constructional Hazards

73.	Does the school have any ongoing construction? Permission from local authorities for construction/repair has been taken?		
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74.	Has the school put barricades and signboards in the construction area prohibiting the movement of students?		
75.	Water storage sources for any construction are covered to prevent small children from any possible mishap.		
Safety in the Playground and Sports Activities			
76.	Is the school following guidelines and norms and standards laid down by Sports Authority of India (SAI)?		
77.	Has the school obtained NOC from the competent authority before starting sports facilities?		
78.	Has the school conducted police verification of the staff employed for sports activities in the school?		
79.	Coaches employed in the school are qualified or trained?		
80.	Sports specific standard safety equipment like helmet, lifeguard jackets, safety guards etc are made available for the players?		
81.	Is the school playground safe for the students to play games?		
Water Safety			
82.	Is the safety certificate for drinking water has been obtained or not?		
83.	Is the water source well protected?		
84.	Is the water provided to the students tested by the local authorities periodically?		
85.	Does the school ensure safe potable water always?		
86.	Does the school have a water management system in the event of a fire? Is there access to such sources?		
Laboratory Safety			
87.	Are the laboratories in the school positioned as per rules?		

88.	Is there space for free mobility for students in case of an emergency?		
89.	Are the chemicals and instruments kept safely beyond the access of others?		
90.	Is there a first aid box available in the laboratory?		
91.	Is there proper ventilation and exhaust facility in the laboratory?		
92.	Has the school displayed the first aid procedures for the students in the laboratory?		
93.	Is the school team trained to meet any emergency in the laboratory?		
Transport Management and Safety			
94.	Is the school owning/ running buses on lease for students?		
95.	Has the school complied with the rules and regulations stipulated by the local transport authorities and guidelines by Ministry of Road Transport and Highways.		
96.	Are the teachers' delegated responsibilities for transport management?		
97.	Are the school bus drivers trained and have a regular license?		
98.	Police verification of bus staff, mainly drivers have been done before appointing them.		
99.	Has the school obtained a signed affidavit from all its employees that they have not been accused of offence under any child related laws/legislations, particularly POCSO Act, 2012 and JJ Act, 2015?		
100.	Does the school ensure whether the students are cautioned to keep a safe distance before starting the bus?		

101.	Are the students trained by the school in maintaining orderliness in buses?		
102.	Have the children been exposed to traffic rules?		
103.	Fire extinguishers are there in the school bus? Details please.		
104.	Whether seats for children with locomotors disability are reserved in the bus?		
105.	Is there a first aid box in the school bus?		
106.	Is there a student feedback system with regard to transport facility, driver/conductor etc.?		
107.	Dos a teacher or attendant escort the children till their stop after de-boarding the bus?		
Section-II: Emotional and Personal Safety:			
Trauma Management			
108.	Does the school have a trauma management team to meet any accident or disaster?		
109.	Does the school have the contacts available for trauma management?		
110.	Are the senior persons in the school aware of the telephone number of the hospitals, ambulance and the fire stations near the school?		
Safety of the children with disabilities			
111.	Are the school and premises disabled friendly?		
112.	Are there any designated official in the school who is entrusted with the exclusive responsibility of their needs in any emergency?		
113.	Whether students who are differently able are accompanied by a Teacher or attendant when using toilets?		
114.	Teachers and Students are educated and sensitive to fellow students who are differently able?		

Health

115.	Does the school keep the medical records of students with special health problems?		
116.	Is there is a doctor-on-call for emergency, in school?		
117.	Does school hold regular health check-ups as prescribed by the Department of Education (DoE)?		
118.	Individual Child Health Card/File is maintained and updated periodically?		
119.	Parents communicate their child's health issues to the school authority?		
120.	Does the school have tie up with a nearest hospital of the school?		
121.	Whether the medical room is equipped to handle medical emergencies?		
122.	Whether basic medicine kit/first- aid box is available in the school.		
123.	The First -Aid protocols for common injuries is displayed at prominent places in school?		
124.	Contact numbers of Doctor, Hospital, Ambulance, including private service, for emergency medical care are displayed in a prominent location.		
125.	Teachers and key staff are trained in first aid and CPR. Whether they have basic training in counseling, identification of disabilities, learning difficulties etc.		
126.	Whether Health Education to students on health issues including balanced diet, nutritious alternatives to junk food, regular eating habits, personal hygiene etc are provided.		
127.	Is there a dietician/meal planner for mid-day meals?		
128.	Is there a separate kitchen with store facility for the mid-day meal program?		
129.	Whether kitchen is kept clean, hygienic, rodent and pest free?		

130.	Whether all food products are kept covered and stored hygienically?		
131.	Gas stoves with ISI mark, is kept in a safe place, maintained and checked regularly?		
132.	Children are not allowed to use the gas stove.		
133.	Are teachers present when students have their meals and will observe their eating habits?		
Sanitation and Hygiene			
134.	Are there separate toilets for boys and girls?		
135.	Are there toilets for children with special needs?		
136.	Whether toilets doors have child friendly latch?		
137.	Does school regularly conduct hand washing sessions for children?		
138.	Regular inspections of water and sanitation facilities are being conducted?		
139.	Hygiene messages have been integrated into the text book curriculum or through supplementary reading material?		
Safety of Children against Sexual Abuse			
140.	Does the school have a grievance committee on Child Sexual Abuse (CSA)?		
141.	All teaching, non-teaching, contractual and other staff is sensitized on the CSA committee and child laws.		
142.	All teaching and non-teaching staff is specifically trained to be alert to signs and indicators of child abuse		
143.	Are parents and students sensitized from time to time on the Child Protection Policy/Guidelines/child laws and reporting Mechanisms?		
144.	Is there a recruitment and verification protocol and procedure in place for teaching, non-teaching, contractual, voluntary and other staff, before they are allowed to work with the children?		

145.	Is there a clearly laid out procedure and line of reporting for teachers and other members of the staff to be followed, in the event of a child abused by teaching or non-teaching staff or anyone else connected with the school?		
146.	Does the school undertake on-going training for teaching and key non-teaching personnel on protection of child rights, child safety and child development, child abuse and related issues?		
147.	Is the Child Safety Poster on display in prominent locations of the school?		
148.	Are there books/reading materials on child safety and protection available in the school library and accessed by students and Teachers?		
149.	Does school have a qualified Child Counselor/Psychologist – part time or full time or on call consultant one can access when there is a requirement related to mental health related emergency?		
150.	Are children regularly oriented towards good touch and bad touch?		
151.	Are children made aware regarding preventive steps to be taken regarding Child Sexual Abuse?		
152.	Does the school conduct awareness programs to sensitize students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behavior or action, including penalization under law such as JJ Act, 2015 and POCSO Act, 2012?		
153.	Does the school has Children’s Forums or Clubs that promote children’s participation and provides platform for them to discuss and share with the teachers and those in authority on safety, protection and other relevant issues?		
Social and Emotional Safety			
154.	Are children given guidance and trained on adequate age appropriate social skills in managing emotions and building healthy peer relationships?		

155.	Is there an Anti Bullying Committee in School?		
156.	Are children aware of anti-bullying committee (ABC)		
157.	Through conducting sessions on life skills, are students taught coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students?		
158.	Are all types of bullying is discouraged and prohibited in the school premises students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping?		
Cyber Safety			
159.	Is access to computer rooms and use of electronic and technological devices by students supervised by teachers?		
160.	Are Social Networking sites blocked in the school computers?		
161.	Are students regularly educated on safe usage of technology and how to be responsible digital citizen – sensible use of mobiles, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behavior?		
162.	Are students educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc,?		
163.	Are School Authority and children oriented on procedures to be followed and steps prescribed within the legal frame work in the event of cyber abuse or crime – legal recourse and information about Cyber Crime Department in the Police?		
164.	Are cyber-crimes handled with sensitivity and confidentiality?		

The above questionnaire needs to be answered by each and every school. The Heads of institutions would discuss the issues in the school managements and take appropriate steps in this regard. They should also discuss these issues in their staff meetings to bring greater awareness among the staff and to increase their sensitivity to these issues.

The School Management Committee and Parent Teacher Association shall strictly monitor the compliance to this checklist through periodic Safety and Security Audits of the schools as mentioned in the section of School Level Monitoring of the Manual.



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We take care of
ourselves,



each other,



our school,



and our world.





MANUAL
ON
SAFETY AND SECURITY OF CHILDREN
IN SCHOOLS

Developed by

**NATIONAL COMMISSION FOR PROTECTION OF
CHILD RIGHTS**



5th Floor, Chanderlok Building, 36 Janpath,
New Delhi 110001

INFRASTRUCTURE



As teachers and youngsters spend a considerable a part of their day in class, it's essential to stay the varsity environment including building, premises, entrance and surroundings that comprise broader term 'Infrastructure' safe and secure. it's important to ascertain that faculty buildings are built to be more resilient to hazards and ensure "life safety". In similar way, school administration, staff, teachers also as students got to be better aware and ready to reply to any catastrophe, natural or man-made, in order that any damage - injury or loss of life and property - are often reduced, if not completely avoided.

School infrastructure includes many components viz., physical structures like school building, playground, water bodies (if any), electrical and fire safety mechanisms, school transport etc. This section examines a number of the prevailing guidelines to ascertain what are the specifications mentioned in them so as to make sure and maintain a secure school infrastructure, where children are going to be safe and secure.

3. School building

Many guidelines suggest steps to stay school building safe for youngsters.

I. In our school building is certified as safe for housing the scholars by the local authorities- the varsity buildings shall rather be an 'A' Class construction with brick/stone masonry walls with RCC roofing. Where it's impossible to supply RCC roofing only non-combustible fireproof heat resistance materials should be used.



II. In our school the nursery and elementary schools is housed on the bottom floor and therefore the maximum number of floors in class buildings shall be restricted to 3 including the bottom floor.

III. The varsity building is free from inflammable and toxic materials, which is necessary, is stored far away from the varsity building.

IV. The staircases, which act as exits or escape routes, adhere to provisions laid out in the National code of India 2005 to make sure quick evacuation of youngsters.

V. The orientation of the buildings in our school is in such a way that proper air circulation and lighting is out there with open space all around the building as far as possible.

VI. Existing school buildings in our school is given additional doors within the main entrances also because the class rooms if required the dimensions of the most exit and classroom doors are enlarged if found inadequate.

VII. Our School buildings are insured against fire and natural calamities with insurance of faculty pupils.

VIII. Kitchen and other activities involving use of fireside is administered during a secure and safe location far away from the most school building.

IX. Our school had a water storage tanks duly covered and guarded.

X. CCTV in Our school is monitored and maintained regularly.

2. Classroom



The guideline issued by the Ministry of HRD, talks about class room safety. In our school the Class rooms is in white washed at periodic intervals and dusted regularly to take care of the category room hygiene. The windows are secure and there is no broken glass or fittings hanging loose. Black board within the class room is also being hung, placed during a three legged stand to stay on a chair. Black boards are attached to the wall of the classroom. Just in case of loosely placed black board within the classroom, there's an opportunity of accidents, both minor and major, to the youngsters while traveling within the class room.

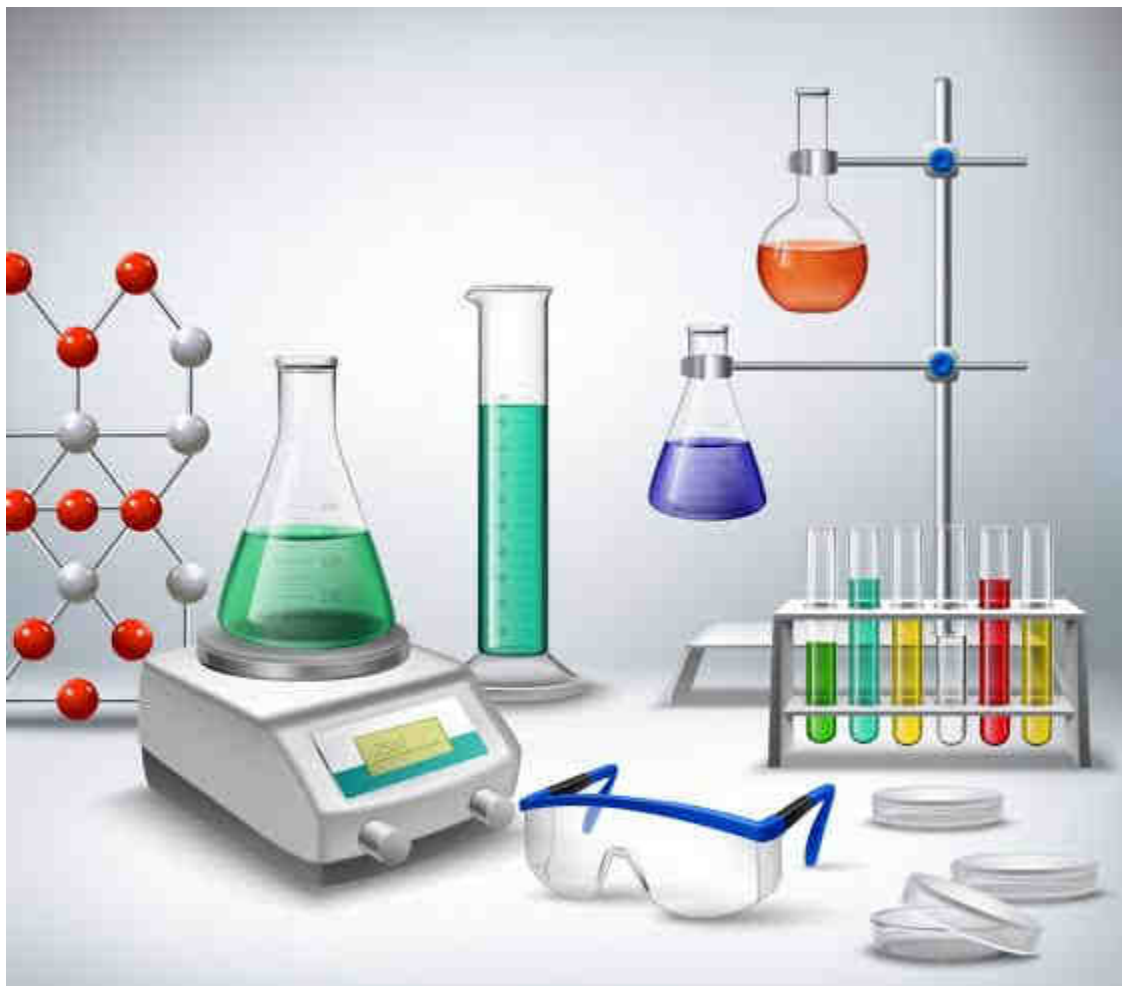
In our school building, provision of adequate ventilators and windows within the class is considered. Air flowing through the ventilators keeps the category room airy and fresh and therefore the children also feel fresh and energetic to urge involved within the teaching learning process. Class room floor is not broken or uneven and is repaired/ maintained from time to time.

4. Laboratory

In our school laboratories in class is positioned as per the principles, as mentioned below.

I. The space for free of charge mobility for school kids just in case of an emergency is maintained.

II. The chemicals and instruments are kept safely beyond the straightforward access of youngsters and are used only under supervision.



III. A primary aid box is available within the lab.

IV. There is an exhaust facility for the gases.

V. The varsity team is trained to satisfy any emergency within the laboratory.

4. Kitchen

I. In our school the Kitchen cum is Stored located during a clean and open place and free from filthy surroundings and is maintain overall hygienic environment.

II. The premises are clean, adequately lighted and ventilated and are sufficient free space for movement.

III. Floors, ceilings and walls is maintained during a sound condition. They ought to be smooth and straightforward to wash with no flaking paint or plaster.

IV. In our school the ground and skirted walls is washed as per requirement with an efficient disinfectant. The premises are kept free from all insects. No spraying is done during the cooking of Mid Day Meal, but instead fly swats/ flaps are wont to kill flies stepping into the premises. In our school windows, doors and other openings is fitted with net or screen, as appropriate to form the premise insect free. The water utilized in the cooking is potable.

V. In our school continuous supply of potable water is ensured within the premises. Just in case of intermittent water system, adequate storage arrangement for water utilized in food or washing is made.

VI. Arrangements for cleaning of containers, tables, working parts of machinery, etc. in our school is provided.

vii. All utensils is kept clean, washed, dried and stored at the Kitchen cum store to make sure freedom from growth of mold/ fungi and infestation.

VII. In our school all utensils is placed well far away from the walls to permit proper inspection.

VIII. There is efficient system and there is an adequate provision for disposal of refuse.

IX. In our school potential sources of contamination like rubbish, waste water, toilet facilities, open drains and stray animals is kept far away from kitchen.

X. Kitchen is break away classrooms, preferably located at a secure, but accessible distance. The present norm for a kitchen shed is 20 sq.m of floor space for each 100 children enrolled and thereafter 4 sq. m for each additional 100 children.

XI. As far as possible, the layout of the mid day Meal kitchen is in such food preparation/processes aren't amenable to cross-contamination from washing vegetables/cereals/Pulses/ etc). Floors, ceilings and walls is maintained during a sound condition to attenuate the buildup of dirt, condensation and growth of undesirable molds.

XII. In our school floors is sloped appropriately to facilitate drainage and therefore the drainage is flow during a direction opposite to the direction of food preparation. Adequate control measures is in situ to stop insects and rodents from entering the processing area from drains. Windows, doors & all other openings to outside environment rather is covered with wire-mesh or insect proof screen as applicable to guard the premise from flies and other insects / pests / animals.

xiv. Ventilation systems natural and /or mechanical including air filters, exhaust fans, wherever required, is designed and constructed in order that air doesn't be due contaminated areas to wash areas.

XIII. A display panel mentioning do's & don'ts for the CCHs is put up inside at a prominent place within the premise in local language for everyone's understanding.

XIV. In our school properly constructed chimneys is in the kitchens. Chimneys is not the entry point of insects; reptile's etc. Fuel (kerosene/fuel wood/ charcoal/LPG) is stored/installed safely, in order that there's no fire hazard.

XV. If kerosene/gas is employed for cooking, the CCHs are specifically trained in safe handling of stoves, gas cylinders, etc. Raised platform for cooking, adequate light, proper ventilation and arrangement for drainage and waste disposal. The dustbin having a lid and is always covered.

XVI. The proper to Free and Compulsory Education (RTE) Act 2009 provide the legal framework for the standard education in India and mandates minimum norms and standards for infrastructure in schools including kitchen cum store.

5. Toilets

Many documents including RTE Act, 2009 and MHRD circular to the States talk specifically about toilet standards to be maintained in schools.

XIII. In our school toilets is located within the school premises

XIV. There is separate toilets for girls and boys

XV. Separate toilets for children, staff, support staff.

XVI. There is separate toilets for visitors



- XVII. Our school maintains number of toilets as per prescribed norms(according to affiliation by laws of respective board)**
- XVIII. Toilets is kept open for the use by children**
- XIX. Separate toilets, as per the norms, must be available/ accessible for children with disabilities.**
- XX. All the toilets preferably having running water facility.**
- XXI. Availability of soaps etc. for washing hands-should be ensured in our school.**
- XXII. All the toilets having doors for ensuring safety and privacy of children**
- XXIII. The school is clean and working method of disposing waste materials, especially for girls.**
- XXIV. Toilets are cleaned on daily basis.**

6 .Drinking Water



- III. **Safe and adequate drinking water is made available to the children within the school premises.**
- IV. **Safety/quality of water is checked on regular basis by the concerned authority.**

7. Electrical System and Safety



Several guidelines point out the importance of electric safety measures that need to be ensured in our school.

- IX. **All the electrical systems in our school are checked periodically.**
- X. **Ensured limited access to the area of electrical installation only to those who are required.**
- XI. **The electric wiring and points is kept in order. In case of any uncovered live wires find, the wiring is changed and electricity disconnected till such defects are set right.**

- XII. **The electrical distribution boxes are locked and the keys are kept only under the custody of electrician or the person in charge.**
- XIII. **Immediate necessary measures are taken to repair the loose wiring/connections.**
- XIV. **In case of any such need electric gadgets is handled by responsible employee of the School.**
- XV. **In few cases trees are placed just below the electric line whenever the branches grow it touches to the LT line and sparks dangerously. It is checked regularly and branches are dressed off in such a way that it will not touch to the electric wire any time.**
- XVI. **Students are warned not to touch electric poles.**

8. Fire Safety Management

Fire Safety is another important safety aspect covered under many guidelines.

- VI. **In Our School there is a fire safety certificate, which is validated periodically by concerned authority.**
- VII. **In our School having fire fighting systems in place to meet any emergency, including the alarm system or smoke detection system.**
- VIII. **With the help of fire fighting agencies mock drill and training is carried out in each school on periodical basis.**



- IX. **Trained management team is available in the school for initial fire hazard management.**
- X. **The School is put on display the Fire Safety and Evacuation Plan to be followed in case of emergency.**

9 .Earthquake Management

National Disaster Management Authority (NDMA) has come out with specifications for schools prone to various natural calamities. If schools are situated in the earthquake risk zone, following steps must be taken

Disaster Risk Management in Schools The Second Pillar



- VI. **In our school Necessary steps is taken during construction of the building for earthquake safety.**
- VII. **If required, our school is to modify structure in consultation with local authorities.**
- VIII. **A trained disaster management group is available in our school for initial response.**
- IX. **School is maintaining a contact with the local disaster management authorities for training and retraining.**

X. Our School is put on display the Earth Quake Management & Evacuation Plan to be followed in case of emergency.

10. Playground

RTE Act recognizes play ground as a mandatory part of school infrastructure, in view of the physical well-being of the students. The school should have a playground.

SAFETY FIRST



V. In our school the playground is maintained properly.

VI. The children must get the games/ sports materials to play.

VII. Our School had a boundary wall.

Our schools is providing specific sports or physical activity need to provide proper facilities, trained staff and necessary equipment and materials, with respect to each of them and also need to adhere to the respective guidelines.

11. Minimum Standards for Safety related to Sports

NCPCR guidelines developed with SAI and NIMHANS has suggested minimum standards for the safety of children in schools regarding sports facilities:

- VI. Provision of adequate medical facilities is available in our school. In case of female trainees, provision of lady doctor/ lady nurse is made. Tie up with local reputed hospitals / empanelled hospitals for catering to the medical emergencies of trainees.**
- VII. Adequate and sufficient food/refreshment facilities for children while they participate in sports, as per norms fixed by SAI.**
- VIII. Provision of counselling services for the children who take part in these activities, periodically.**
- IX. The PT teacher and staff of our school, is taken the responsibility to monitor the system set up to address emergency pertaining to sports persons.**
- X. Our School is providing specific sports should comply with relevant safety measures as per guidelines of SAI.**

12. Boundary Wall and Gates

RTE Act (2009) mandates that every school should have boundary wall/fencing. Boundary wall is of sufficient height so that no one can scale it down it is fixed with concertina wire.

- VI. In our school Boundary wall having 3-4 gates preferably on the walls of different sides so as to ensure free, convenient and prompt exit in emergency.**

- VII. **However, entry of outsiders is allowed only through single gate properly manned by the guards. That single gate having a telephone connection (so as to enable the guard to inform the police directly in exigency).**
- VIII. **Special surveillance and safety measures are taken before actual entry and exit time of the school.**
- IX. **At exit time of staff and students as many as gates available be used for dispersal.**
- X. **The main gate is locked after entry of students and staff. Entry of the parents and visitors is permitted only through small doors after verifying their identity through window during well notified schedule intervals, as such vehicles of visitors is not be allowed inside the campus.**

13. School Premises and Surroundings

- VII. **Our School is maintaining a distance from railway tracks to provide a safe environment. Our school is not located near any rail track; impact of such locations on the school structure is examined by the local authorities for the safety of the students before issuance of structural safety certificate.**
- VIII. **The School is maintaining a distance from industry or chemical factory to provide a safe environment.**
- IX. **If school located near an industry or a chemical factory producing fatal chemical products, each member including teacher, student and other staff is made aware about different chemical product and precaution to be taken in case eventualities from the leakage of chemicals in this area.**
- X. **First aid and other medical systems in place to safeguard our school students**

- XI. **Each member of our school including students is aware on periodical basis about the procedures to be adopted in case of any emergency.**
- XII. **No liquor/opium/bhang shop is allowed to operate in proximity of school.**

14. Barrier Free Access for Children with Disabilities

MHRD circular to the states / SSA framework for implementation of RTE Act specifically highlights the importance of making the school environment safe for children with disabilities and special needs.



- 7. **Ramps are constructed to provide access to the following places.**
 - **Entry to the school**
 - **Classrooms**
 - **Toilets**
 - **Playground**
 - **Library**
 - **Canteen**
 - **Auditorium/hall Floor to floor**
- 8. **Railings are provided on the both sides of ramp.**

9. **The school made provision for children (children with visual impairment and low vision) to move around in the school safely and independently.**
10. **Our school provide a school map in Braille indicating all the facilities including classrooms, common rooms, library , toilets etc that may be suitably placed at the main gate of the school or at any other suitable place. In addition, all the classrooms should have the signage in Braille for children with visual impairment.**
11. **An emergency and evacuation plan of the school is in Braille.**
12. **Also it is important to;**
 - I. **List of all children with disabilities in school is prepared**
 - II. **Trainings are provided to teachers and other staffs to understand their limitations and procedures to help them in the event of any emergency.**
 - III. **There is a designated official in the school who is entrusted with the exclusive responsibility of their needs in any emergency.**

15. Measures to Prevent Children from Dangers of Water and Drowning

- XI. **The wells and ponds in the campus are provided with protective wall and iron grills covering the well and the movements of the students is restricted towards it.**
- XII. **Children are not allowed to go towards the nearby river, canals, ponds and railway tracks and to take bath using water from the overhead tanks by climbing on the terrace. Fencing is provided to the steps of overhead tank to avoid children climbing over head tank.**
- XIII. **Movements of children are to be strictly watched through formation of groups by school authorities.**

- XIV. **Children are not permitted to go outside the School premises during the school hours.**
- XV. **The presence of the students in the School campus at all times is strictly enforced. Strict discipline and to check the unauthorized absence of the students from the School is given paramount importance.**
- XVI. **The root cause for such behaviour of the child is ascertained, parents are informed accordingly and corrective steps are taken.**
- XVII. **For certain ritual and functions which are observed in the school, necessary precautions and arrangements are made in advance. Children are not permitted to go on rallies for immersion of idols in tanks, ponds and wells etc.**
- XVIII. **No procession is allowed to move from school out of the campus in the eve of any religious celebrations.**
- XIX. **No swimming pool is constructed without prior permission of competent authority.**
- XX. **If swimming pool is constructed in school premises, it is constructed as per the prescribed norms of competent authority and also be maintained as prescribed.**

16. Safety from Constructional Hazards

- V. **School obtain necessary permission from the local authorities for the constructional and repair work.**
- VI. **The constructions are planned during the lean time of students' presence in the school.**
- VII. **Barricades and signboards are installed in the construction area prohibiting the movement of students.**
- VIII. **Water storage sources for such constructions are covered to prevent small children from any possible mishap.**

17. Safety during Celebration of Festivals

- VII. Adequate precautions are taken with regard to the movement of children inside the campus during celebration of festival days in schools.**
- VIII. Teachers are put on duty to organize the activities as per scheduled plan.**
- IX. Special care is taken to see that children do not move, around the hazardous and dangerous points.**
- X. No procession is allowed to move from out of the school campus on the eve of such celebrations.**
- XI. Wherever the immersion of idol etc. is involved during festival, the Principal ensure that the image/idols are handed over by the students in the Campus itself and the Principal arrange for immersion through outsider/security personnel.**
- XII. All staff members are properly briefed before commencement of any programme regarding safety of children.**

18. Safety in School Transports

Another important area that needs supervision and specific measures is the transport facility (school as well as own transport) that children use to commute to school. CBSE has specifically issued a circular towards ensuring children's safety in school transport based on the Supreme Court Guidelines on this.

As per the notification no.G.S.R.868 (E) issued by Ministry of Road Transport and Highways, GOI, School Bus was defined as, "a vehicle with a seating capacity of thirteen passengers and above excluding driver, designed and constructed specially for children going school."

B. Exterior of the Bus

- IV. All the school buses are painted with uniform colour preferably Yellow with the name of the school written prominently on both sides of the bus so that these can be identified easily.
- V. The word "School Bus" is written on the back and front of the bus. If it is hired bus, "On School Duty" is clearly indicated.
- VI. Telephone numbers of the school and/or telephone numbers of any contact person are also be written prominently in a prominent place in each school bus so that in case of necessity the public can inform the school authority/police or other authorities

B. Fixture and furniture of the Bus

- V. The windows of Bus are fitted with horizontal grills and with mesh wire.
- VI. The doors of the Bus are fitted with reliable locks that can be locked.
- VII. All school buses are fitted with speed control devices so that they do not exceed the speed limit of 40 Kmph.
- VIII. There is a fire extinguisher in the Bus.

C. Manpower in the Bus

- VI. Police verification of the staff of the bus is done before appointing them.
- VII. There is a qualified attendant, preferably female in the Bus to attend to Children.
- VIII. Our school designate one Transport Manager/ Coordinator who will ensure the safety of the school children.
- IX. The provision is also made by the school authorities for travelling of at least one teacher in each school bus, keeping in view the safety of the school students all throughout the journey and no outsider

except the conductor or the said authorized teacher or one person authorized by the guardians is allowed to board school bus.

- X. **Medical check-up regarding the physical fitness of the driver including the eye testing is made every year.**

D. Facilities in the Bus

- IV. **In our school bus had a First Aid Box.**
- V. **To keep the school bags safely, there is a space fitted under the seats or as convenient.**
- VI. **The buses are fitted with alarm bell/siren so that in case of emergency everyone can be alerted.**

E. Permits

- VI. **The driver had a valid license and 5 years of experience of driving heavy vehicles.**
- VII. **A driver had a challenged more than twice in a year for offences • like red light jumping, violation of lane discipline or allowing unauthorized person to drive is not to be employed.**
- VIII. **A driver had a challenged even once for the offence of over speeding, driving dangerously or for the offences under Section 279,337,338 and 304A of the Indian Penal Code are not employed. Every vehicle carries a suitable photograph of the authorized driver duly certified by the RTA.**
- IX. **Periodical fitness certificate regarding roadworthiness of the vehicle is obtained.**
- X. **Our school authority and/or driver are violated the provision of the Motor Vehicles Act, 1988 and the rules framed there under as well as of the directions are penalized.**

F. Arrangements in the Schools

- XIII. **Our schools had a safe arrangement for boarding and de-boarding of school children from the school bus.**
- XIV. **The school authority is ensuring that the doors of the buses remain shut while in running condition.**
- XV. **They ensure that buses halt only at bus stops designated for the purpose and within the marked area.**
- XVI. **Refresher course for driver training so as to fine tune and increase the proficiency of the driver is given to the drivers of the school buses periodically, i.e. least twice in a year.**
- XVII. **No person is allowed to drive the school bus in drunken condition. Regular check in the respect is undertaken by the school authorities and in case of any doubt in that regard such drivers must be subjected to medical test immediately and proper action including the action for cancellation of the license is to be taken.**
- XVIII. **All drivers of the school buses are dressed in a distinctive uniform with their names inscribed in it.**
- XIX. **In Our school bus there is an another qualified person to attending children travelling in such buses, as conductor, who is dressed in distinctive uniform with their names inscribed in it.**
- XX. **Our school authority provided one set of mobile phone in each school bus so that in case of emergency the bus can be contacted or the driver/conductor can contact the police or State authority as well as the school authority.**
- XXI. **The authority ensured that the school buses are not permitted to over take any other four wheelers while carrying the school children in the bus.**

- XXII. **The School authority ensured that the students maintain discipline when boarding and disembarking the bus so that no children get hurt.**
- XXIII. **Efforts are made by the school to make necessary arrangement for parking the school bus inside the school campus at least at the time of boarding and disembarking. In case it is not possible to park such vehicle inside the school campus, the buses are parked in such a way so that it does not create any traffic problem for other vehicles.**
- XXIV. **The school are encourage its children to conduct programmes through play, exhibition etc. during Road Safety Week to create awareness in public.**

19. Clearances and Certificates

Affiliation by-laws brought out by CBSE and ICSE lists some of the certificates and clearance documents for schools, with respect to infrastructure.

- III. **Our School had a mandatory fire safety inspection by the Fire and Rescue Services Department followed by issuance of a ‘no objection certificate’ to the School as a mandatory requirement for granting permission for establishing or continuation of a School.**
- IV. **Periodical inspection is carried on quarterly basis (especially during raining seasons) to check cracks in school structures and immediate action should be taken to repair them.**

1. School building



2. Toilets



3. Fire Safety Management



4. Barrier Free Access for Children with Disabilities



5. Safety in School



PLEASE USE
HAND SANITIZER



Hand Sanitizer





